

Minutes of the regular meeting of the Island Savings Centre Commission held in the Centre Board Room, 2687 James Street, Duncan, on Tuesday, July 14, 2009 at 2:30 pm.

**PRESENT:** Councillors Jesse Winfrey, T. Duncan, G. Seymour, A. Siebring, Alternate Director L. Heinio

**ALSO**

**PRESENT:** Ron Austen, General Manager, Parks, Recreation and Culture, CVRD  
J. Elzinga, Manager, ISC  
T. Hamilton, Manager, Arts and Culture, CVRD  
B. Coleman, Operations Coordinator, CVRD  
D. Begley, Youth Outreach Programmer  
A. Plunet, Recording Secretary

**APPROVAL OF  
AGENDA  
09-43**

**It was moved and seconded that the agenda be approved with amendments and changes in order as presented.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
09-44**

**It was moved and seconded that the June 11/09 Regular Minutes of the Island Savings Centre Commission be approved.**

**MOTION CARRIED**

**YOUTH  
OUTREACH  
REPORT**

Programmer D. Begley stated:

Summer programs are underway at the ISC, the Chemainus Neighbourhood House, and Crofton parks; Special Events are being coordinated with the Friendship Centre. Youth Corner offers late afternoon and evening hours on Thursdays and Fridays. Nine youth have completed the Leaders in Training (LIT) program, and are currently building work experience through involvement with summer camps.

**OPERATION  
REPORT**

B. Coleman stated:

The Hockey Stick is being refinished using a glass medium to sandblast the surface. The project is estimated to be completed in early August. Installation of the Arena lighting is expected to be

completed in conjunction with the ice re-surfacing in late July. To complete the requirements of BC Hydro, staff must show evidence that the previously used lights have been destroyed or recycled.

Preliminary discussions have taken place on possible location and dimensions of display case to showcase artifacts of the 2008 NAIG Event. Concern was raised on allowing a permanent display case in the Centre's front lobby. Centre staff will research Commission approval regarding this project and report back at the next meeting.

**ARTS &  
CULTURE  
REPORT**

T. Hamilton stated:

After the completion of a busy season, the Cowichan Theatre is dark for the summer months. During this time, administrative staff complete the brochure and bookings for the upcoming September/09 to June/10 year, and technical staff continue with theatre maintenance. The following season is expected to produce an exciting year including several Island exclusives, and one premiere exclusive. The OnStage Brochure and launch of online ticket sales will be both be available August 19/09.

The hiring of a Theatre Publicist is near completion, which will enable the production of in house marketing and advertising for the Arts & Culture Division.

Although the number of choral groups wishing to rent the Theatre has expanded, only one local community group will not be booking the Cowichan Theatre in the coming year due to the current economic situation. Outreach during the summer continues with events such as Sunfest and Providence Farms Folk Festival. Outdoor films are being held in South Cowichan every two weeks.

Discussion took place on recent decisions made regarding Regional Recreation and the effect it will have on the Arts & Culture Division's outreach efforts. Although application for continuing grants will help provide services and assistance with outreach in other electoral areas, the importance of sharing this information in a meeting with other directorial funding partners of the ISC Commission was stressed.

**BUSINESS  
ARISING FROM  
THE MINUTES**

Showers for the  
Homeless

B. Coleman reported back to the Commission regarding the decision to offer showers twice a week to the Homeless. As the burden placed

on staff and equipment has been minimal, approval was requested from the Commission to continue offering showers from August 2009 until the final construction of the new Homeless Shelter in early 2010.

**09-45**

**It was moved and seconded that the Island Savings Centre Commission extend the use of showers to the homeless, allowing staff discretion regarding scheduling.**

**MOTION CARRIED**

Cancellation Policy

The Island Savings Centre does not currently enact a cancellation policy for signed facility rental agreements. Staff requested that in order to provide a familiar cancellation policy among user groups and to remain consistent with Cowichan Lake Recreation and Kerry Park Recreation, the ISC's "Conditions of Use" include both a cancellation policy for the Cowichan Arena and all other facilities within the ISC.

The Cowichan Arena proposes charging a 25% administration fee for cancellations after signing a rental agreement, and the full charge on cancellations with less than one week's notice, with the exception of cancellations due to weather. The proposed cancellation policy will also affect rentals of other facilities within the ISC, which are subject to competition within the Central Cowichan Area: Cancellations received with less than 7 days notice will be subject to a 25% administration fee, and cancellations received less than 72 hours prior to rental time will be paid for in full with the exception of cancellations due to weather.

**09-46**

**It was moved and seconded that the Island Savings Centre Commission approve the insertion of cancellation charges and a 25% administration fee in the Arena and HPW "Conditions of Use" Policy.**

**MOTION CARRIED**

Discussion took place on the appropriateness of replacing wording within the Conditions of Use Policy to reflect the ISC janitors' "wage" rather than "rate" to better allow the Island Savings Centre to recoup costs.

09-47

**It was moved and seconded that the Island Savings Centre Commission amend the Cancellation Policy to read “Cleaning above and beyond a normal rental will be charged directly to the user at the current janitorial rate”.**

**MOTION CARRIED**

ISC Survey

After a brief discussion took place on efforts of Commission members to complete the ISC survey, it was suggested that a group discussion would be of interest in order to gain a deeper knowledge of programs offered at the ISC. Commission members who had not yet returned the survey were encouraged to complete the questionnaire and return to the ISC to better allow staff to know the Commission’s direction for future goals and programming.

To allow staff a more completed response to the survey, it was recommended that the Area E Director send an alternate to attend the September Commission meeting for a review of the ISC Survey.

The ISC Manager was directed to compile results of the survey in a report, for discussion at the next Commission meeting.

**COMMUNI-  
CATIONS**

No Correspondence

**REPORTS**

No Reports

**NEW BUSINESS**

Cowichan Place  
Parking

As plans are currently being developed for Cowichan Place, dialogue in meetings will continue with VIU regarding the existing university policy of maintaining paid parking, and the potential overflow into the other partners’ parking lots.

It was requested that the ISC Manager report back to the Commission with any new developments in this area.

**RESOLVING INTO  
CLOSED SESSION**

09-48

**It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Section Part 4, Division 3, Section 90, Subsection (1) (j) and (c).**

**MOTION CARRIED**

**RISE FROM CLOSED  
SESSION**

**09-59  
5:35 pm**

**It was moved and seconded that the Board rise without Report and return to the Regular portion of the meeting.**

**MOTION CARRIED**

**ADJOURNMENT  
09-60**

**It was moved and seconded that the Regular meeting of the Island Savings Centre Commission adjourn.**

**MOTION CARRIED**

**The meeting was adjourned at 5:40 pm**

The next regular Island Savings Centre Commission Meeting will be held September 10, 2009, at 2:30 pm, or at the call of the Chair.

Certified Correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Dated: